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Director of Personnel

6 JUN 1957

Comptroller

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Proposed Aljustments to the Monthly Personnel Statistical Report

In preparing various reports, the question of order of offices arises. Over the years the Comptreller's Office has used in certain reports an alphabetical order, in other reports a more or less arbitrary or accidental order for the first report with subsequent reports on a consistent basis, in still other reports the allotment account order was used. This causes considerable confusion, and saveral years ago it was decided to use the allotment account order exclusively. This decision was made about the time that OCD was changed to OCE. Unless there are some very impelling reasons, it would be appreciated if the order in which offices are listed in the MTSR and the "Eyes Only" report could follow the same allotment account order. Because of the problems in machine operations, this allotment account order is not changed unless there is a major adjustment in organization, such as was the case when the Office of Communications and the Office of Training were transferred into the

Approved For Release 2002/05/02 : CIA-RDP78-05538A009190979025-3

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Approved For Release 2002/05/62 : CIA-RDP78-05538A000100010025-3

DD/S area. Thus, if this one order was used, maximum consistency would be maintained in the presentation of reports, and reports from the Comptroller's Office and the Office of Personnel would be prepared in the same order. It might be added that many of the Office of Logistics' reports are now being prepared in this same order.

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E. R. SAUMDERS

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BD/COMP/ /HAR/sms (18 May 1957)

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